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15 FEB 1980

MEMORANDUM FOR: Executive Officer to the DDA
VIA: Chief, Regulations Control Division, ISS
FROM: James H. McDonald
Director of Logistics
SUBJECT: Proposed Employee Bulletin - Window Washing
in the Headquarters Building

1. It is requested that the attached proposed employee bulletin be published. The proposed bulletin provides the necessary information concerning the annual window washing in Headquarters Building scheduled to begin 3 March 1980.

2. Questions concerning the publication of this bulletin or information contained therein should be directed to the Space Maintenance and Facilities Branch, LSD/OL on extension

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/S/

James H. McDonald

Att

cc: EO/DDA

Distribution:

Orig & 1 - Adse, w/att.
① - OL Files, w/att.
1 - D/L Chrono, w/att.
1 - OL/LSD 1-PPS/OL, w/att.

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OL/LSD/ (14 Feb 80)

OL 0 10,020

ATTACHMENT

WINDOW WASHING IN THE HEADQUARTERS BUILDING

1. Windows in the Headquarters Building will be washed by a commercial contractor beginning 3 March 1980. All windows will be washed on the inside and outside during normal working hours. To avoid exposure of classified or controlled material, employees should keep venetian blinds or draperies closed while contractor personnel are outside their areas.

2. Although the Office of Security will provide escorts for the inside window washing crews, employees are reminded to keep classified or controlled materials covered while workmen are in their areas.

3. Any questions or problems should be directed to the Space Maintenance and Facilities Branch, LSD/OL, extension

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